

# General Instructions For Companies to Use Checklist 2012

|   | NOTES AND INSTRUCTIONS<br>(A-N APPLY TO ALL FILINGS)              |  |
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| A | Required Filings Contact Person:                                  | Filing Questions:<br>(a) Jennifer Polys 573-526-5001 or <a href="mailto:Jennifer.Polys@insurance.mo.gov">Jennifer.Polys@insurance.mo.gov</a><br>(b) Cindy Monroe 573-751-4362 or <a href="mailto:Cynthia.Monroe@insurance.mo.gov">Cynthia.Monroe@insurance.mo.gov</a><br>Premium Tax Questions:<br>Noland Stuecken 573-526-4986 or <a href="mailto:Noland.Stuecken@insurance.mo.gov">Noland.Stuecken@insurance.mo.gov</a>  |
| B | Mailing Address:  | Missouri Department of Insurance, Financial Institutions and Professional Registration (DIFP)<br>(a) 301 West High Street Room 530, Jefferson City, MO 65101<br>(b) PO Box 690, Jefferson City, MO 65102-0690  |
| C | Mailing Address for Filing Fees:                                  | Missouri Department of Insurance, Financial Institutions and Professional Registration<br>PO Box 4001, Jefferson City, MO 65101  |
| D | Mailing Address for Premium Tax Payments:                         | Missouri Department of Revenue<br>PO Box 898, Jefferson City, MO 65105-0898  |
| E | Delivery Instructions:  | All filings must be post marked by the due date.<br>If the due date falls on a weekend or holiday, the due date may be extended to the next business day.  |
| F | Late Filings:   | Each day in which the company fails to file a report or statement is a separate level two violation. Each level two violation may result in a civil penalty or forfeiture of up to one thousand dollars (\$1,000), up to an aggregate civil penalty or forfeiture of fifty thousand dollars (\$50,000) per annum for multiple violations pursuant to Section 374.049 RSMo.   |
| G | Original Signatures   | Original signatures required on all filings that require signatures. Must accompany all original and amended financial statements.   |
| H | Signature/Notarization/Certification:                             | See G above for information on who has statutory responsibility to sign.<br>(a) Document must be notarized.<br>(b) Document must be a certified copy.  |
| I | Amended Filings:  | Amended items must be filed within 10 days of amendment, along with an explanation of the amendments. If there are signature requirements for the original filing, same should be followed for any amendment.  |
| J | Exceptions from normal filings:                                   | Extensions / Exemptions from filing:<br>Domestic companies are required to make a written request at least 30 days prior to the due date.<br>The copy of the Department's approval of such requests should be filed in lieu of the exempt document(s).<br>Consolidated Audit Reports:<br>Domestic and foreign companies are required to make a written request at least 30 days prior to the due date. Foreign companies are required to provide a copy of the domestic state's approval of such request.  |
| K | Bar Codes (State or NAIC):  | Missouri bar codes are no longer required.   |
| L | Signed Jurat  | The following statutes govern the individuals who are authorized to sign the Jurat.<br>HCS & HMO - §354.435<br>Prepaid Dental - §354.720<br>L&H - §376.350<br>Assessment - §377.100<br>Stipulated Premium Life - §377.380<br>Fraternal - §378.626<br>P&C - §379.105<br>Missouri Mutuals - §380.051<br>Extended Missouri Mutuals - §380.482<br>Title - §379.105<br>Chapter 383 companies - §379.105   |
| M | NONE Filings:   | See NAIC Annual Statement Instructions for Supplemental Interrogatories. Exceptions to these instructions are noted on the form. If a company has nothing to report on a form, please indicate "NONE" and file the form on or before the due date.   |
| N | Filings new, discontinued or modified materially since last year: | (a) Missouri Barcodes will only be required for Missouri domestics.<br>(b) Foreign companies that are not required by their domiciliary state to file with the NAIC must submit their entire annual/quarterly statements to Missouri; such companies may include reinsurers and risk retention groups.<br>(c) The Application to Renew Certificate of Authority will be mailed with invoices in May.<br>(d) If CPA has changed from the prior year, the CPA must be registered with the Department by December 1 pursuant to §375.1035 RSMo.<br>(e) If actuary has changed from the prior year, the actuary must be registered with the Department pursuant to 20 CSR 200-1.1116 (3)(C) for Life & Fraternal companies and annual statement instructions for Property & Casualty and Health companies. |
| O | State Filing Fees   | Separate invoices will be mailed May 1 along with Application to Renew Certificate of Authority.   |
| P | Health Blank  | Life and Health companies and Property and Casualty companies filing on the Health Blank please refer to the Health Entities checklist located at <a href="http://www.insurance.mo.gov/industry/forms">www.insurance.mo.gov/industry/forms</a> .   |
| Q | Premium Tax   | Not required for HMO and Prepaid Dental companies. Premium Tax forms will be sent electronically, but should be submitted to the Department in hard copy.  |
| R | Report on Internal Control  | Must be filed regardless of whether any deficiencies noted.  |
| S | Form B & C  | Pursuant to §382.100 and 20 CSR 200-11.101. Filing Fee = \$50.00   |
| T | Basket Clause   | Pursuant to §376.307 - Life and Health companies §379.080 - P&C companies  |